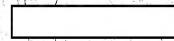


C.I.G. Administrative Instructions

Approved For Release 2002/05/01 : CIA-RDP81-00728R000100030017-3



25X1A

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1 of 1

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

15 February 1951

ADMINISTRATIVE INSTRUCTION

STATINTL

SUBJECT: Policy Determinations

1. Questions on matters which are not clearly provided for in basic Agency policy or which seem to indicate need for interpretation or new Agency policy have arisen and will continue to arise within the various Offices of the Agency at different levels.

2. Clearly in the interests of the Agency as a whole, these questions are of proper concern to the Director's office and should of course not receive final disposition within or at the staff or Office level. They should be forwarded through appropriate channels with endorsements (favorable or unfavorable) directly to the DCI.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY MCCOMBS  
Deputy Director  
(Administration)

DISTRIBUTION: 3

✓

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

1  
Registry

15 February 1951

STATINTL

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Deputy Director  
(Administration)

DISTRIBUTION : 3

STATINTL

TRANSMITTAL SLIP		
14 Oct 51 <i>h</i>		
DATE		
TO: <i>DD/A</i>		
BUILDING	ROOM NO. <i>101</i>	
REMARKS:		
<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <i>myself</i> <i>recommend <del>is</del> as</i> <i>adm instr.</i> <i>Distribution 3 provides</i> <i>distribution down to branch</i> <i>chiefs.</i> <i>103</i>		
FROM:		
BUILDING	ROOM NO.	EXTENSION
FORM NO. 36-8 SEP 1948		

ER 1-5663.

DRAFT #2  
9 February 1951

Questions on matters which are not clearly provided for in basic Agency policy or which seem to indicate need for interpretation or new Agency policy have arisen and will continue to arise within the various Offices of the Agency at different levels.

X These questions are of proper concern to the Director's office and should of course not receive <sup>final</sup> disposition within or at the <sup>staff or</sup> Office level. They should be forwarded through appropriate channels with endorsement (favorable or unfavorable ~~recommendation~~) directly to the DCI.

Clearly in the interests ~~of~~ the agency as a whole,

Concur  
WCS

11/2/50

STE

Please draft memo to AAS  
soffice chiefs  
mg

Dist 3- 826

MEMORANDUM TO:

- (1)   
(2) Mr. Jackson

*OK by JAG.*

Recommend approval.

*JSE*  
JSE

29 January 1951  
(DATE)

STATINTL

FORM NO. 10-101 OCT-1950

(47)

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO		INITIALS	DATE				
1	D/DCI						
2							
3							
4							
5							
FROM		INITIALS	DATE				
1	DD/A	me	22/Jan				
2							
3							
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div>							
REMARKS: <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;">In Comment.</div> <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">up</div>							
SECRET		CONFIDENTIAL		RESTRICTED		UNCLASSIFIED	
FORM NO. 30-4 SEP 1947							

RESTRICTED

Regulation Registry  
1-5204

26 January 1951

MEMORANDUM FOR:

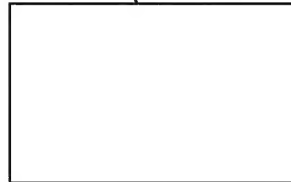
STATINTL

1. Basic policy questions can arise within the various Offices but can get killed by a staff or a division chief; thus the Agency is deprived of an overall view of what might be a very good idea. Hence I think we should require that any basic administration policy arising within a staff or division should come up through channels to DD/A with appropriate endorsements.

STATINTL

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2. An example of this is  suggestion that at the end of six months his graduates go from GS-5 to GS-7. This is a basic personnel policy question and should come "upstairs" so to speak.  was addressing the memorandum embodying this question to Chief, Staff II, of OPC. Under our present regulations it could stop right there. It shouldn't.



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